Association Handbook

Revised August 2020

For Governing Board Members,
Committee Chairs, Interest Group Leaders
and others interested in the organization
and operation of the ACSP

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ABOUT THE ASSOCIATION

Additional Reference Documents
- **Articles of Incorporation**
- **Current Bylaws (adopted May 2019)**

Description

The Association of Collegiate Schools of Planning (ACSP) is a consortium of university-based programs offering credentials in urban and regional planning. Acting together, the ACSP member school faculty are able to express their shared commitments to understanding the dynamics of urban and regional development, enhancing planning practices, and improving the education of both novice and experienced planners.

Corporate Purpose

According to the Articles of Incorporation, the Association of Collegiate Schools of Planning, a corporation, shall be a nonprofit organization organized and operated exclusively for educational purposes...under Section 501c3 of the Internal Revenue Code (ACSP IRS 501c3 Determination Letter), for such purposes including:

1. Encourage development of and provision for the dissemination of information about new and improved methods of education in city, community, urban or regional planning;
2. Provide a forum for the identification and discussion of issues in planning education;
3. Enhance opportunities for the development of new, and the improvement of existing, planning curricula;
4. Enhance opportunities for the conduct and dissemination of research;
5. Assist the Corporation's membership in enhancing the equal accessibility of their several curricula for all qualified persons and in assuring racial and ethnic diversity of faculty and students;
6. Support the highest quality of planning education through services to the Corporation's membership in faculty recruitment and development;
7. Coordinate with other organizations concerned with planning education;
8. Perform, or join with other bodies to perform, such evaluation and recognition functions of planning curricula as the membership may direct; and
9. Facilitate the broad involvement of the students and faculties of the Corporation's membership in the fulfillment of the above purposes.

Mission

ACSP promotes planning education, research, service, and outreach in the United States and throughout the world. It is committed to recognizing the diverse needs and interests in planning. It seeks to strengthen the role of planning education in colleges and universities through publications, conferences, and community engagement as well as through participation in the accreditation process. ACSP believes that planning education should extend beyond the classroom and into the world of practice by working closely with practicing professionals and communities.

> The Association of Collegiate Schools of Planning promotes education, research, service and outreach in the United States and throughout the world by seeking to:
>
> - recognize diverse needs and interests in planning;
> - improve and enhance the accreditation process, and;
> - strengthen the role of planning education in colleges and universities through publications, conferences, and community engagement;
> - extend planning beyond the classroom into the world of practice.

Values Statement

Planners link knowledge with collective action, work in the public interest, and advocate for transformational change.

> **ACSP values:**
>
> - **Excellence in education and scholarship:** ACSP values rigorous education, scholarship and practice that critically engage with the myriad challenges that affect our planet, communities, and people now and in the future.
> - **Broadly inclusive methodological perspectives and a fully inclusive range of voices:** Planning is a field that welcomes multiple disciplinary and methodological approaches and is enriched by scholarship that seriously interrogates questions related to access, equity, and disparities, and the intersectional dynamics of inclusion/exclusion.
> - **Engagement across multiple publics:** ACSP recognizes the critical importance of deep and sustained community

engagement with multiple publics to create transformative, socially responsible, and just actions.

- **Education that supports inclusion and cultural competence:** ACSP supports curricula and instructional approaches that prepare learners to become future scholars and professionals who serve as ethical and culturally competent partners, adept at working in multiple contexts, from local to global.
- **An inclusive and a welcoming environment within all our association activities:** ACSP is committed to welcoming all members, scholars, and educators and to developing events, meetings, and publications that are welcoming, inclusive, and safe venues for discourse and inquiry.

The Association of Collegiate Schools of Planning (ACSP) is an organization of university planning programs and scholars, with a mission to lift planning education and scholarship and to support the scholarly field in its role generating and disseminating knowledge and educating current and future generations of planners. The field and profession of planning are context, scale, and place dependent; focus on understanding the multi-layered interactions between the built and natural environment and human behaviors/actions; and consider how socio-cultural, natural, and institutional systems influence the quality of life for people and the well-being of the planet. Planners are deeply committed to ethical and responsible research and practice, a commitment that is integrated into the planning curriculum. That commitment requires that we acknowledge the times, past and present, when planning has been a tool that has marginalized individuals, harmed communities, and sustained structures of racism, sexism, oppression, and power imbalances. ACSP, through its mission to advance excellence in planning education and research, is committed to broadly inclusive engagement that enables our member programs to educate planners who can work toward more socially just communities.

Membership

There are four classes of membership in the Association: Full Member, Affiliate Member, Corresponding Member, and Individual Member. Members pay dues to support the Association. The first three classes are open only to academic units such as a school, department, program, curriculum, or institute.

- **Full Membership** is open to any 501(c)(3) or similar U.S. academic unit that offers a degree or degrees in planning. Full Members, and only Full Members, have one vote in elections and Association business meetings.

Only faculty and students affiliated with Full Members may hold elective office. Each faculty member counted in capitation fees will receive capitation services, including publications and special conference fees.

- **Affiliate Membership** is open to any academic unit that has a clear interest in planning, but does not offer a degree in planning. Faculty and students of Affiliate Members may serve on and chair committees but may not vote or hold offices. Affiliate Members may pay capitation fees so that their faculty may receive capitation services, including publications.

- **Corresponding Membership** is open to any non-U.S. academic unit that offers a degree in planning. Faculty and students of Corresponding Members may serve on committees but may not vote or hold office. Corresponding Members may pay capitation fees so that their faculty may receive capitation services, including publications.

- **Individual, Retired Faculty or Student Membership** is open to any person who wishes to participate in ACSP's activities. These members shall receive capitation services and publications. These members may attend meetings of the Association, participate in its discussions and deliberations, serve on or chair committees and receive publications, but may not vote or hold office.

- **Guests** – Guests are individuals who do not opt for membership but wish to have an account at www.acsp.org in order to submit an abstract for the conference and receive the weekly newsletter.

A complete list of current institutional members can be found at
http://www.acsp.org/page/Members

Organization

Governing Board - http://www.acsp.org/page/ACSPGoverningBoard

The routine business of the Association is handled by the Governing Board, though any Governing Board action can be overridden by a majority vote of the Full Members. The Governing Board consists of voting and non-voting members. The seventeen voting members are the four officers (President, Vice-President, Secretary, and Treasurer), the Past President, ten regional representatives, and two student representatives appointed by the President. The non-voting members are the three academic members of the Planning

Accreditation Board appointed by the ACSP President, the International Programs Liaisons, the Chair of each standing committee, and the Editor(s) of the *Journal of Planning Education and Research*.

The Association bylaws require that the Governing board meet at least annually. In practice there are two meetings per year. When efficient, the spring meeting sometimes coincides in time and location with the American Planning Association's National Planning Conference, and the fall meeting with the Association's Annual Conference but either may occur at other ACSP sponsored events.

Executive Committee

The officers of the Association comprise the Executive Committee. The purposes of the Executive Committee are to: review, appraise, and set the Governing Board agenda; propose a budget; and undertake other actions as are deemed necessary for the successful accomplishment of the Association's goals.

The Executive Committee meets at least twice a year in addition to participating in Governing Board meetings. These meetings are generally 4-6 weeks before the Governing Board meetings.

Membership Meetings

The Association holds an annual Business Meeting at the Annual Conference. The purposes of the Business Meeting are to conduct Association business and to install new officers and regional representatives. Other business meetings may be called by the Governing Board or a majority of the Full Members of the Association.

Each Full Member has one vote at membership meetings and a quorum is a majority of the Full Members of the Association.

All Minutes of each annual meeting are stored in the ACSP web archives found at: https://www.acsp.org/page/PubsArchiveGovDocs.

Standing Committees - http://www.acsp.org/page/CommCommittees

The Association's bylaws call for six Standing Committees in addition to the Executive Committee.

An annual Call for Volunteers is managed seeking those interested in participation and in what area. Standing Committee appointments are made

by the ACSP President. Even with an established committee, all committee meetings are open to anyone wishing to attend.

All committees are required to provide semi-annual or annual status reports of the activities of the committee.

Requests for funding of proposed activities must be submitted for the Spring Governing Board meeting and requires a summary of the previous year's financial activity with revenue and expenditures and detailed results of each project; and the proposed next year's planned activities with anticipated expenses including details justification for all funding. The Treasurer sends our reminders and report guidelines along with a submission date prior to the next Executive Committee meeting. The Executive Committee reviews all proposals, seeks necessary clarification and revisions. The Executive Committee assembles a combined proposed budget for Governing Board Action.

- **Finance and Investment Committee**: This Committee determines, administers, and provides oversight on appropriate financial policies and procedures for ACSP and to provide for and oversee the appropriate and timely review thereof. This Committee shall consist of at least three people, and shall be chaired by the Treasurer of ACSP. Ex-officio members of the committee include the Association's Bursar, financial advisor and CPA.

- **Nominating and Elections Committee:** The purpose of this committee is to encourage planning academicians in a wide range of planning programs to assume leadership roles in the Association and to organize and conduct in a timely fashion and in a well-publicized manner all required and special elections of the Association, and to endeavor to assure widespread participation therein, especially by racial and ethnic minorities. This Committee will make a good faith effort to nominate at least two candidates for each office in the Association and conduct a mail ballot in advance of the Annual Meeting, for officers and Regional Representatives. In case of a vacancy in the offices of Vice-President, Secretary or Treasurer, this Committee will hold an election to fill the term of office, as soon as practical.

- **Review and Appraisal Committee:** Reviewing the activities, programs, ways and means of the Association, this Committee helps set the Presidential agenda, recommends policy or organizational changes to help assure the fulfillment of the Association's purposes. The Vice-President chairs this Committee, and the Vice-President appoints its membership for a one-year term.

- **National Conference Committee:** The purpose of this Committee is to provide guidance and oversight for all Association-sponsored meetings and conferences and assure that the ACSP Annual Conference and other such meetings are organized professionally and in a manner that supports meaningful communication and interaction, and to continue to improve ACSP Conferences for the benefit of all attendees.

- **PAB Advisory Committee:** This Committee solicits and reviews applications and submit recommendations for educator membership in the Planning Accreditation Board site visitor pool. It reviews and advises the ACSP Governing Board, Officers, and Membership on PAB matters of importance to ACSP.

- **Institutional Governance Committee:** The purpose of this committee is to review and recommend changes, updates, or amendments to the Association's Articles of Incorporation, Bylaws and the rules and procedure that govern the major activities of ACSP. It evaluates the formal governance structure of ACSP; and identifies and suggests alternative approaches, methods, and strategies to improve governance and administrative efficiency, diversity and fairness. This Committee will address specific problems as they arise.

Special Committee, Task Forces and Interest Groups

The Association bylaws provide for other sub-groups in addition to the Standing Committees. In practice, Interest Groups and Special Committees have taken on a semi-permanent status. Task Forces are generally created temporarily, to address a specific issue.

An annual Call for Volunteers is managed seeking those interested in participation and in what area. Special Committee and Task Force appointments are made by the ACSP President. Even with an established committee or task force, all meetings are open to anyone wishing to attend.

Interest Groups are organized groups of people with their own elected leadership, bylaws and activities. These groups do not collect dues and are a simple opt-in to participate. All meetings are open to anyone wishing to attend.

All committees, task forces and interest groups are required to provide semi-annual or annual status reports of the activities of the committee. Requests for funding of proposed activities must be submitted for the Spring Governing Board meeting and requires a summary of the previous year's financial activity with revenue and expenditures and detailed results of each project; and the proposed next year's planned activities with anticipated expenses including

details justification for all funding. The Treasurer sends out reminders and report guidelines along with a submission date prior to the next Executive Committee meeting. The Executive Committee reviews all proposals, seeks necessary clarification and revisions. The Executive Committee assembles a combined proposed budget for Governing Board Action.

Special Committees - http://www.acsp.org/page/CommCommittees

- **Committee on the Academy** – This committee is charged with two main tasks: helping to oversee and organize a biennial administrators' conference, and researching critical needs and potential assistance that ACSP could offer to schools under threat of dissolution.

- **Doctoral Committee** – This committee offers occasional workshops for existing planning doctoral students, and offers other support as needed. As a matter of recent practice, a workshop for students preparing for dissertation research has been offered annually in the summer, and sometimes as a one one-day workshop taking place before the ACSP Annual Conference.

- **Faculty Mentoring Committee** - Through events at the annual ACSP conference, as well as other venues, the Faculty Mentoring Committee's purpose is to help faculty, as well as planning schools, reflect and learn about better ways to prepare and mentor planning faculty at both the junior and senior levels. It is also intended to help doctoral students and faculty to envision, begin, and advance their careers of scholarship, teaching, and service. Special attention will be paid to enabling doctoral students and faculty to understand, manage, and cope with the tenure and promotion process.

- **Committee on Diversity** - The purpose of the Committee on Diversity is to work with and encouraging planning schools to develop specific programs and incentives for increasing faculty and student diversity as well as expanding diversity in the curriculum.

- **Committee on Global Planning Education** – This committee was created at the Spring 2019 Governing Board Meeting when the report of the Global Planning Education Task Force was submitted to them for review.

Task Forces - http://www.acsp.org/page/CommCommittees

- **Task Force on Enrollment** – This task force will explore opportunities and challenges faced by graduate planning education; to characterize the evolving demand for North American planning degrees, the placements

of our graduates, and the extent to which their jobs involve STEM skills; determine why and how some programs have received STEM designation for their planning degrees; assess how interest in STEM designation varies across domestic and international students; and recommend whether ACSP should pursue a STEM designation for the field as a whole. Deliberation on these issues will focus on master's programs. A secondary goal for the task force will be to explore opportunities and challenges faced by doctoral education in planning.

- **Outreach and Engagement Task Force -** This task force will consider ways that ACSP can cultivate higher visibility and how we ought to proceed with institutional research in a sustainable fashion. The changing landscape of digital communications has opened up new opportunities for ACSP to connect with the general public around planning education, as well as reach prospective students in a meaningful and engaging manner. The task force will think of these challenges along with the current institutional data that ACSP owns, including on enrollments, curriculum, faculty and student demographics, costs of education, and research productivity. This might involve exploring ways to organize, analyze, and share publicly the insights and trends (through both longitudinal and cross-sectional studies) from this institutional data, providing a window into the nature of planning education in a way that might generate higher visibility for the organization and, consequently, the member schools.

- **Task Force on the 2020 Conference Focus Event: Racial Equity and Justice in Urban Planning Research and Education** - In an effort to highlight emerging research on equity and racial justice within urban planning, ACSP is organizing a special conference within a conference on these important topics at our annual 2020 conference in Toronto, Ontario in Canada. This initiative is an opportunity for ACSP and non ACSP scholars to engage issues of equity and racial justice within the built environment and urban planning. Hence, the goal of this initiative is to expand the intellectual space at the conference on these topics. Such topics could include research on spatial income inequality, the reification of gendered spaces in cities, planning efforts within gentrifying neighborhoods, research on incorporating more diverse voices in our discipline, studies that speak to the spatial implications of racializing ethnic minorities within the city, research that explores creating inclusive spaces for LGBTQI communities and highlighting Indigenous planning practices. Other topics that relate to equity and racial justice are also welcomed. Another important goal of this conference is to bring scholarly voices into ACSP that do not currently attend the ACSP conference but whose expertise and passion for equity research would greatly benefit the conference. Interdisciplinary scholars from ethnic studies, gender studies, geography and other academic fields are encouraged to submit their work. A task

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force was formed by ACSP leadership to provide intellectual guidance in shaping the conference within a conference. The roles of the task force members are 1) help further conceptualize the description, goals, etc. of the conference within a conference; 2) help outreach and encourage scholars within and outside ACSP to participate in the conference. The task force is especially interested in bringing scholars outside of ACSP to participate in the conference.

- **Conference Location Policy Task Force -** The charge of this task force is to create a Conference Location Policy to guide ACSP's future decision making about the location of conferences and workshops, as well as the selection of venues and engagement with local communities.

Interest Groups

- **Faculty Women's Interest Group** – FWIG seeks to encourage and support women faculty and graduate students in urban and regional planning as well as those conducting research and outreach on planning issues critical to women.

- **Global Planning Educators Interest Group** – GPEIG's mission is to enable planning educators and students to collaboratively share global perspectives in planning education and research.

- **Planners of Color Interest Group** – The mission of the POCIG is to advance the interests and concerns of people and communities of color within the planning academia and the profession.

- **Inclusion: LGBTQIA + Allies Interest Group** - The special interest group was formed during the ACSP 2019 Annual Conference in Greenville, SC. The acronym stands for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Allies. Inclusion requires openness to the intersectional nature of identity, acknowledging the different experiences of people along the lines of race, class, ethnicity, sex, gender identity, sexual orientation, national origin, religion and life experience.

Connections to Other Organizations

The Association has an interest in maintaining strong ties with other organizations concerned with urban and regional planning education in the U.S. and globally. The most consistent current relationships are with the following organizations. Additional information about ACSP's relationships to these organizations can be found through this link.

AESOP - [AESOP](#) was established in 1987 in Belgium as an international association with scientific, artistic and educational purposes and operates according to its [Charter](#). With over 150 members, AESOP is the only representation of planning schools of Europe. Given this unique position, AESOP strengthens its profile as a professional body. AESOP mobilizes its resources, taking a leading role and entering its expertise into ongoing debates and initiatives regarding planning education and planning qualifications of future professionals. AESOP promotes its agenda with professional bodies, politicians and all other key stakeholders in spatial and urban development and management across Europe. ACSP and AESOP have a [Memorandum of Understanding](#) for the mutual benefit of both organizations.

American Planning Association - The [American Planning Association](#) is an independent, not-for-profit educational organization that provides leadership in the development of vital communities. APA and its professional institute, the **American Institute of Certified Planners**, are dedicated to advancing the art, science and profession of good planning — physical, economic and social — so as to create communities that offer better choices for where and how people work and live. Members of APA help create communities of lasting value and encourage civic leaders, business interests and citizens to play a meaningful role in creating communities that enrich people's lives. APA has offices in Washington, D.C., and Chicago. For more information, visit www.planning.org.

Canadian Liaisons to ACSP - As a courtesy, the Association of Canadian Urban Planning Programs often sends representatives to ACSP Governing Board meetings to update U. S. partners about Canadian planning school activities.

Global Planning Education Associations Network – GPEAN is an association of associations. Nine planning school associations from around the world, including ACSP, have formed an affiliation to increase mutual communication to improve the quality and visibility of planning and planning education. GPEAN's two major activities are the periodic World Planning Schools Congress and *Dialogues in Urban and Regional Planning*, a biennial compilation of the best planning scholarship from around the world, published by Taylor and Francis. In addition, it hosts meetings at the conferences of the member associations on a rotating basis.

Planning Accreditation Board

The PAB is a cooperative undertaking of ACSP, the American Institute of Certified Planners (AICP), and the American Planning Association (APA). It accredits masters and undergraduate planning programs and works to enhance their strength. It has eight members. The president of ACSP appoints four members - three academics and one public member. The president of

AICP appoints three practitioners, one of whom has recently been a student. The president of APA appoints one member, who is a citizen planner.

Association Staff - https://www.acsp.org/page/ContactACSP

Currently all Association staff are employed by White Picket Fence Productions, an association management company, Donna Dodd, President. Donna Dodd is considered the ACSP Executive Director and hires individuals to perform the tasks involved with managing:

- Membership
- Marketing & Web Site
- Communications
- Conference & Workshops
- Bookkeeper

GOVERNING BOARD

Operations Chart -
https://cdn.ymaws.com/www.acsp.org/resource/resmgr/docs/governing/tax_exempt_letter_expires_08.pdf

Current Governing Board - https://www.acsp.org/page/ACSPGoverningBoard

Roles and Responsibilities of Governing Board Voting Members

President
a. Chairs the Governing Board and Executive Committee.
b. Interprets policy established by the Association, the Governing Board and the Executive Committee.
c. Appoints all non-specified Standing and Ad-hoc Committees.
d. Coordinates activities of officers and committees.
e. Works with the Treasurer and Executive Committee to prepare an annual budget for approval of the Governing Board.
f. Presides at meetings of the Association.
g. Appoints members to the Planning Accreditation Board as may be required by the charter of that organization and appoints the International Programs Liaisons, a Bursar to assist the Treasurer in the

disbursement of funds, and two student representatives to the Governing Board.

h. Assures the orderly succession of officers should an incumbent be unable to serve his/her complete term by either calling for a special election or appointing a replacement when none is specified in these bylaws.

i. Appoints a replacement to complete the term of any vacant seat on the Governing Board.

Vice-President

a. Is the President-Elect.

b. Chairs the Review and Appraisal Committee.

c. Oversees Association publications including: the official journal of the ACSP, the *Journal of Planning Education and Research* ("JPER"); the "*Guide to Undergraduate and Graduate Education in Urban and Regional Planning*"; and other print and electronic communications of the organization as a whole.

d. Appoints the chair of the National Conference Committee and leads the process for identifying sites and local hosts for conferences.

e. Serves as Parliamentarian for the Association.

f. Performs other activities and tasks as may from time to time be assigned by the President.

g. Acts for the President in his/her absence or incapacity.

h. Assumes the office of President in the event the incumbent resigns or is otherwise unable to complete his/her term. In this case, an election for Vice-President to fulfill the term shall be held as soon as practical.

Secretary

a. Is responsible for recording and disseminating to all Full Members, the names and titles of administrative heads of Full Members and of any other members that may subsequently be authorized to vote in Association meetings.

b. Oversees timely preparation and distribution of minutes of the Annual Meeting of the Association and Governing Board meetings, and takes notes during Executive Committee meetings.

c. Supervises necessary revisions to *The Guide to Undergraduate and Graduate Education in Urban and Regional Planning*, as well as related marketing or publicity efforts, as delegated by the President.

d. Conducts selected correspondence of the Association, such as dispersal of Minutes to Governing Board or Executive Committee members and welcoming correspondence to incoming member schools.

e. Provides recommendations to the President for appointments of new members to standing committees, as appropriate (except the Executive Committee and the Review and Appraisal Committee).

 f. Solicits and posts to the Executive Committee annual or semi-annual reports from standing committees.

 g. Oversees the Membership Committee and the solicitation and welcoming of new members.

 h. Completes other tasks as requested by the President.

Treasurer

 a. Is responsible for the collection of dues and the keeping of financial accounts.

 b. Is responsible for approving expenditures and making disbursements.

 c. Oversees audits and reviews of organization finances.

 d. Works with the President and committee Chairs to prepare an annual budget for Governing Board approval.

 e. Chairs the Standing Committee on Finance and Investment.

Past-President

 a. Is a voting member of the Governing Board.

 b. Is available for consultation with the officers, upon request.

Regional Representatives

 a. Are responsible to consult with their constituent members to identify and report issues and concerns to the Governing Board and membership.

 b. Are responsible to prepare for and attend Governing Board meetings.

 c. Respond to officers' requests for action between meetings.

Student Representatives

The role of the Student Representatives is to ensure that the concerns of students are reflected in the discussions and decisions of the ACSP Governing Board. The two Student Representatives serve alternating, two-year terms. In order to be eligible, students must be enrolled in an ACSP member planning program for the entire length of their term. A committee composed of the ACSP Vice President and the current student representatives selects and the President confirms the new student representative.

The duties of the Student Representatives are to represent the interests of doctoral-level planning students and advocate on their behalf. They attend both the spring and fall Governing Board meetings, participating in discussions and acting as voting members of the board.

Future Governing Board Meetings

Details of future executive committee and Governing Board meetings can be found at http://www.acsp.org/events/event_list.asp

Meeting Agendas and Minutes

Agendas of Governing Board meetings are prepared by the President in consultation with the Executive Committee. They are distributed to the Governing Board about one week prior to each meeting.

Draft Governing Board minutes are prepared by the Secretary and circulated for review. The minutes are finalized and approved at the next Governing Board meeting and then posted on the ACSP website at http://www.acsp.org/?page=PubsArchiveGovDocs

Consent Agenda

The Governing Board has, at times, adopted the widely used practice of the Consent Agenda for its meetings. Non-action and non-controversial items are grouped together at the beginning of the agenda and voted on as a whole, without discussion. Before the vote on the consent agenda the President asks the Governing Board for agreement on the items on the Consent Agenda. Any item on the Consent Agenda will be moved from the Consent Agenda to the regular agenda for a full discussion and separate vote, if any voting Governing Board member requests it.

Budget

ACSP must obtain and spend funds to accomplish its objectives. Revenues come primarily from base dues charged to each member school, capitation dues based on the number of faculty in each program, net revenues from conferences, and miscellaneous income. Expenditures include the Annual Conference; *JPER* publication; strategic initiatives, special studies, and various committee and interest group activities approved by the Governing Board; and organizational support (administrative and financial). At the direction of the Governing Board, ACSP also maintains a reserve fund of $125,000 to insure its future.

The proposed annual budget prepared by the Treasurer and Executive Committee, is reviewed, amended as necessary, and approved by the Governing board at the spring meeting. In preparing the proposed budget the Treasurer solicits budget requests from all ACSP committees (standing and special committees, task forces, interest groups, *JPER* editors, etc.). The Governing Board approves budget requests only in the spring of each year, except in emergencies brought to the Governing Board by the Executive Committee. Budget requests must be linked to specific activities that committees, interest groups, etc. plan to conduct to achieve their goals or objectives. ACSP cannot provide financial support for travel and lodging for the committee to meet, for conference calls, or for administrative support of graduate research assistants.

The budget may be viewed on request.

Conducting Meetings

The President chairs the Governing Board and Business Meetings. The Vice President is the Association's Parliamentarian and serves as chair in the President's absence. Meetings are conducted in accordance with the most recent edition of Robert's Rule of Order, which can be found at http://www.robertsrules.com/.

Conflict of Interest

The Association of Collegiate Schools of Planning, also known as the ACSP, is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the ACSP as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the ACSP and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of the ACSP honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the ACSP. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the ACSP or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

Each voting Governing Board member will be asked to complete a form on an annual basis indicating whether the board member has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the outcomes of decisions made by the ACSP Governing Board. The board member should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from participating.

PUBLICATIONS

Journal of Planning Education & Research

The *Journal of Planning Education and Research (JPER)* is published quarterly by SAGE Publications in association with the Association of Collegiate Schools of Planning. JPER is a forum for planning educators and scholars (from both academe and practice) to present results from teaching and research that advance the profession and improve planning practice. Manuscript submission guidelines and a direct link to do so can be found here: http://www.acsp.org/?page=PubsJPERSubmissions. Go to the SAGE Publications website for more information about the journal.

Journal of Planning Education and Research (ISSN 0739-456X) is published four times a year - September, December, March and June. The editorial office can be contacted at jper@acsp.org.

Subscriptions - ACSP member institutions' declared full-time faculty, individual faculty members, retired faculty members and student members receive a one year print and on-line subscription to *JPER* with each payment of annual membership dues.

The Guide to Undergraduate and Graduate Education in Urban and Regional Planning

(Out of production) Inclusion for ACSP member institutions in the *Guide to Undergraduate and Graduate Education in Urban and Regional Planning* is optional. Two databases allow end-users to search for multiple criteria about schools, and faculty along with their specific research topics. A marketing strategy is being developed to publically promote the availability of The Guide to potential students world-wide.

ASSOCIATION BUDGET PREPARATION

Fund Descriptions

- **General Fund -** Shows the overall picture of Association activity including restricted net assets, revenue and expense streams for general business, committee projects, fund transfers, and provides a summary of ending

total assets. Each of the following funds provides detail that is only summarized by one of two lines in the General Fund.

- **Administrators Conference & New Chairs School -** this is a small conference (75-100 people) but provides similar descriptions of revenue and expenses as the Annual Conference. This is expected to be a break-even bottom line.

- **Annual Conference Fund -** The Annual Conference hosts nearly 1200 people. This fund provides extensive detail of all the registration, advertising, sponsorship, and additional revenues streams vs. the detail of variable and fixed expenses of the conference production. The conference is expected to provide a profit.

- **FWIG Fund -** The paid luncheon tickets by faculty and students helps offset the majority of the expense of this annual event including audio visual requirements. Any revenue or contributions raised by FWIG directly, and not used to offset luncheon expenses, remains as carry-forward balance in the fund.

- **GPEIG Fund -** The paid luncheon tickets by faculty and students helps offset the majority of the expense of this annual event including audio visual requirements. Any revenue or contributions raised by GPEIG directly and not used to offset luncheon expenses remains as carry-forward balance in the fund, while any money provided by ACSP not yet expensed gets returned to the General Fund. The annual contribution by the Gill-Chin Lim Family Consortium in Korea offsets student travel scholarships provided and a cash prize for the Gill-Chin Lim Best Dissertation award.

- **JPER Fund -** Shows SAGE contributions, student subscriptions, royalties, expenses and ACSP's faculty, student and individual member subscription costs. This fund collects a portion of an editor's transition fee payment each year stored in restricted assets until payment is due during the JPER editorial transition. At one time, the JPER Fund was only expected to break even, but in recent years with growing royalty payments it now provides a profit to the ACSP.

- **POCIG Fund -** The contribution by the Blakely Foundation offsets the expenses of the bi-annual Blakely award and an event to honor the winner. Any revenue or contributions raised by POCIG and not expensed in any given year, remains as carry-forward balance in the fund.

The Budget Development Process

- In late January or February, the ACSP Treasurer requests that each interest group and committee prepare an annual activity report and budget proposal for the coming year.
- Clear deadlines are set for submission of the report and budget proposal.
- Spring is the only Governing Board meeting where funding requests will be considered.
- Each interest group should request from the ACSP Bursar the current status of their fund before preparing their budget proposal for the coming year. The ACSP Bursar will work with the interest group/committee for a clear understanding of how to put forth a successful proposal.
- The Treasurer's job is to prepare an overall budget that has the intent of planning for the best interest of the Association and all groups within. The ACSP Treasurer and ACSP Bursar prepare a draft Association budget which is reviewed by the ACSP Executive Committee in the month prior to the Spring Governing Board meeting. Each group/committee proposal is reviewed in detail. Additional questions may arise out of this meeting and the ACSP Treasurer or ACSP Bursar will seek additional clarification and information as necessary.
- At the Spring Governing Board meeting, the ACSP Treasurer should have enough information from the collected budget proposals to be able to discuss and defend if necessary the recommended overall Association budget proposed by the ACSP Executive Committee.
- The Governing Board reviews the overall budget proposal, discusses particular requests of concern, amends as they wish, and with a motion, they accept or reject the budget proposal in its entirety.

Budget Management

ACSP Treasurer – The ACSP Treasurer works directly with Association staff and the contracted CPA, and has access to all accounts for complete oversight of the Association's financial picture. The Treasurer works with the CPA to submit annual tax returns.

ACSP CPA – The CPA has on-line access to the QuickBooks accounting file of the Association in order to monitor activity as necessary and to provide semi-annual and year-end reporting as well as completion of the annual tax returns.

ACSP Bursar – The ACSP Bursar develops accounting practice and policy for the Association. The Bursar signs all checks, and is charged with maintaining accurate records and any necessary external relationships necessary in regard to the fiscal management of the Association. The Bursar, working together with

the bookkeeper and CPA assists with preparation of budget proposals and overall Association budget to be submitted to the ACSP Treasurer.

ACSP Bookkeeper – The Bursar collects and pays with the approval of the Bursar, all invoices and collects and processes all deposits. The bookkeeper allocates each payment or deposit to the appropriate fund and is able to pull reports on an as needed basis from the accounting software.

Bank Accounts – Currently the ACSP has a money market and regular checking account with BBT Bank as well as long-term assets with Merrill Lynch. In addition to the ACSP Bursar, the ACSP Treasurer and CPA all have electronic access to these bank accounts.

ADDENDUM A

History of the Association Presidency

2019-2021	Marlon Boarnet, University of Southern California
2017-2019	Weiping Wu, Columbia University
2015-2017	Lois Takahashi, University of California, Los Angeles
2013-2015	June Manning Thomas, University of Michigan
2011-2013	Charles Connerly, University of Iowa
2009-2011	Cheryl Contant, University of Minnesota
2007-2009	Michael Hibbard, University of Oregon
2005-2007	Mickey Lauria, Clemson University
2003-2005	Christopher Silver, University of Illinois at Urbana-Champaign
2001-2003	Wim Wiewel, University of Illinois at Chicago
1999-2001	Bruce Stiftel, Florida State University
1997-1999	Sandi Rosenbloom, University of Arizona
1995-1997	Eugenie Birch, Hunter College, CUNY
1993-1995	Catherine Ross, Georgia Institute of Technology
1991-1993	Jerome Kaufman, University of Wisconsin
1989-1991	Carl Patton, University of Toledo
1987-1989	Don Krueckeberg, Rutgers, The State University of New Jersey
1985-1987	David Sawicki, Georgia Institute of Technology
1983-1985	Jay Chatterjee, University of Cincinnati
1981-1983	Michael Teitz, University of California at Berkeley
1979-1981	Ed McClure, University of Texas at Austin
1977-1979	Carl Goldschmidt, Michigan State University
1976-1977	Michael P. Brooks, Illinois
1975-1976	Don Rothblatt, San Jose State University
1974-1975	Henry Hightower, University of British Columbia
1973-1974	Kenneth Corey, University of Cincinnati
1971-1973	Vernon Deines, Kansas State University
1970-1971	William I. Goodman, Illinois
1968-1970	Peter Oberlander, University of British Columbia
1967-1968	George Raymond, Pratt Institute
1966-1967	Israel Stollman, Ohio State University
1965-1966	Donald Foley, University of California, Berkeley
1964-1965	Arthur Row, Yale University/Myles Boylan, Michigan State University
1963-1964	F. Stuart Chapin, Jr., University of North Carolina
1962-1963	Louis Wetmore, Illinois
1961-1962	Howard Mehinick, Georgia Institute of Technology
1960-1961	John Tasker (Jack) Howard, Massachusetts Institute of Technology
1959-1960	Robert B. Mitchell, University of Pennsylvania

ADDENDUM B

Guidelines for Committees & Interest Groups

Association Staff

ACSP Staff works with each committee or group's leadership:

1) Provides an annual orientation to ACSP activities and how the Committee or Group should work within the organization.
2) Assists with postings to the group's web page(s) making sure that the overall Association also gets the news of on-going activities within the Committee or Group.
3) Promotes the Committee's or Group's activities through the ACSP social media accounts and weekly eNewsletter.

The ACSP Bursar will work with the leadership of each Committee or Group to understand their current budget status at any time throughout the year. The Bursar will assist with creating a new year's budget proposal as well.

The ACSP Conference Manager assists with planning special events including suggestion of appropriate ticket prices and menu selection, securing the space and set-up arrangements, event registration, attendee reporting, ticket-entry management during the event, and staffing the event at the Conference.

Committee Meetings

An annual Call for Volunteers is used to seek individuals interested in a particular area with particular skill sets. Members of Standing Committees, Special Committees and Task Forces are appointed by the ACSP President. Even with an established Committee membership, all Committee meetings are open to anyone wishing to attend.

Access to Technology

- **Web Site** – The ACSP contracts with YourMembership.com for all of their on-line Association and membership management technology as well as web site hosting. Each Committee or Group will be provided with enough pages to promote general information of the group. The Group is responsible for reviewing the pages for accuracy and necessary updates. The ACSP marketing staff will assist with emailed newsletter inclusion of current projects, direct messaging, news postings, adding photos, document linking and archiving. If the Group maintains its own external site, a direct link from the ACSP pages is easily established.

- **Zoom Video Conference Calling** – With a microphone and a web cam, all of your meetings can feel like they're in-person. An ACSP staff person can help schedule and staff the meeting. Even if an individual doesn't have a microphone or web cam, simple call-in includes them in the conversation.

Budgeting Considerations

- There is no guaranteed funding provided by the ACSP for Committees or Groups.
- Each year in the early spring, the Committee or Group should provide to the ACSP Executive Committee and the full Governing Board, a status report of the current year's activities.
- If an interest group has raised its own money through donations, grants, profit from special event ticket sales, etc., this money can be used by the interest group without any approval necessary from the ACSP Governing Board and is carried forward in the Group's fund/reporting as long as there is a balance.
- Committees or Groups requesting funds from the ACSP require a detailed budget proposal for the next fiscal year's activities with research, justification and possible alternatives to the proposal items provided.
  - The ACSP will no longer considered requests for funding for student travel awards for interest groups.
  - The board will consider well-planned studies that benefit the Group as well as the entire Association.
  - The ACSP will not accept speaker funding requests from interest groups
  - The ACSP has traditionally denied requests for funding to pay for special events, abstract submission fees, awards not submitted to and approved by the ACSP Governing Board, operations expenses and external web site maintenance fees, in addition to project proposals that do not provide enough detail to be considered.
- The spring is the ONLY time the ACSP will consider budget proposals.

Guidelines for ACSP Research Projects

The Association of Collegiate Schools of Planning (ACSP) occasionally provides funding in support of research that advances its mission, primarily via existing committees, task forces, and interest groups. This document provides guidelines for all research projects supported by funds through ACSP.

Project Administration and Responsibilities
A research project must have a single person designated as the contact person. The contact person is responsible for communications with ACSP,

submitting billing, maintaining records, and meeting deadlines. A project must have a clear purpose, specific deliverables, a detailed budget, and a delivery date.

Progress Reports

The contact person will submit a progress report at least twice per year to PresidentsOffice@ACSP.org, at least 30 days prior to the Governing Board meetings held in both the fall and spring of each year. The report shall include: A summary of the work performed each report period; an outline of the work to be accomplished during the next report period; and a description of any problem encountered or anticipated that will affect the completion of the work.

Data Rights

ACSP shall have unlimited rights to obtain, reproduce, publish, or otherwise use the data developed in the performance of research funded by ACSP. Data shall be provided to ACSP upon submission of the final report. Methods of de-identification shall be used to prevent a person's or organization's identity from being connected with information following standard guidelines of human subject research.

Acknowledgment and Disclaimer

An acknowledgment of ACSP support and a disclaimer must appear in the final report and in any publication of any material based on or developed under ACSP financial support, as follows:
"This research is based upon work supported by funding from the Association of Collegiate Schools of Planning. Any opinions, findings, and conclusions or recommendations expressed in this report are those of the author(s) and do not necessarily reflect the view of the Association of Collegiate Schools of Planning."

Publications

ACSP encourages the publication of studies supported by ACSP funds. Primary consideration for publication should be given to the ACSP's journal of record, the Journal of Planning Education and Research. After publication, a PDF of the final article shall be forwarded to the PresidentsOffice@ACSP.org.

Timeline of Association Committee and Group Activities

This is certainly not an all-inclusive list!

January – March

- Determine next year's event ticket price

- Begin considering meeting needs or topics for a non-reviewed session at the conference
- Begin considering if you will encourage any pre-organized session submissions from your Group
- Abstract submission six week window
- Prepare activity report for the Governing Board Spring Meeting
- Prepare budget proposal for the Governing Board Spring Meeting
- Request orientation for newly elected leadership
- Nominations accepted for open ACSP board member seats
- Student Travel Award and faculty award promotions begin
- ACSP invites new faculty participants for ACSP committees and task forces – encourage volunteers!
- University memberships begin to expire if not renewed

April – June
- Abstract acceptance notices are delivered
- Deadlines for all award submissions or nominations; deliberation of winners
- Book of Accepted Abstracts posted to the web
- Conference registration opens

July – September
- Prepare for hosting your meeting or event at the Annual Conference
- Invitations extended to all student and faculty paper award winners by early August to promote in advance and provide enough notice for them to attend the Annual Conference.
- Student Travel Award winners must be determined in the first week of August at the latest in order to the student to avoid registering for the conference and then requiring a refund for the paid registration.

October – December
- Annual Conference
- Submit receipts for any expenses from the conference

ADDENDUM C

Guidelines for Award Committees

FACULTY AWARD COMMITTEES

Distinguished Educator Award
Jay Chatterjee Distinguished Service to ACSP Award
Paul Davidoff Book Award
John Friedmann Book Award
ACSP/FWIG Margarita McCoy Award
ACSP/FWIG Marcia M. Feld Leadership Award
ACSP/JPER Chester Rapkin Award
POCIG Edward Blakely Award
Martin Meyerson Award

STUDENT AWARD COMMITTEES

Edward McClure Award
ACSP/FWIG Marsha Ritzdorf Award
GPEIG Gill-Chin Lim Award for the Best Dissertation on International Planning
Barclay Gibbs Jones Award for Best Dissertation in Planning
Donald Schön Award for Excellence in Learning from Practice
ACSP/IACP Karen R. Polenske Best Student Paper Award for Outstanding Paper
    an a China Planning Related Topic
ACSP Student Travel Scholarships for the Annual Conference

FACULTY AWARD COMMITTEES

DISTINGUISHED EDUCATOR AWARD
http://www.acsp.org/page/AwardDistingEd

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent the diverse scope of scholarship in planning.

Committee responsibilities
- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance at the conference and invite the winner to the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit the nomination for the next award cycle.
- The committee chair works with ACSP staff to collect a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff by August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities
- Updates information and deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- After the submission/nomination deadline, staff will compile a report of all submissions/documents to be shared with the committee for their deliberation.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual, photography needs during the conference, and orders the award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The expense of the award is allocated to the annual conference fund.

Award cycle - The award is given every other year in odd numbered years.

JAY CHATTERJEE DISTINGUISHED SERVICE TO ACSP AWARD
http://www.acsp.org/page/AwardJayChatterjee

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The selection committee of four persons is appointed by the ACSP President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities
- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities
- Updates information and deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual, photography needs during the conference, and orders the desk award.

- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund.

Award Cycle - This award is presented every other year in even numbered years.

PAUL DAVIDOFF BOOK AWARD
http://www.acsp.org/page/AwardPaulDavidoff

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities
- The Committee reviews the publisher contact list which should include those publishing extensively in the area of advocacy planning and positive social change, as well as some publishers for which this may be a rare title.
- The committee reviews the nominations, including nominations carried forward from a previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance for the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit the nomination for the next award cycle.
- The committee chair submits to ACSP staff a head-shot .JPG of the author, and a written article about the winning book and author using the author's biography, book promotional content, and the reasons for the committee's choice.
- Copies of all files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities

- Updates information and deadlines on website by January 31 and updates the contact information in the publisher contact list.
- ACSP staff will send letters of invitation for publishers' book nominations via the ACSP President's Office. Encourages nominations via ACSP faculty communication channels.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary audio visual, photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund. There is no desk top display for an honorable mention.

Award Cycle - This award is presented every other year in odd numbered years.

JOHN FRIEDMANN BOOK AWARD
http://www.acsp.org/page/AwardFriedmann

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President and will ideally include a diverse (by age, race/ethnicity, and gender) collection of scholars with a distinguished record of publication and scholarship as well as some knowledge of sustainability.

Committee responsibilities
- Reviews the publisher contact list.
- Reviews the nominations, including nominations carried forward from a previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a head-shot .JPG of the author, and a written article about the book and author using the author's biography, book promotional content, and the reasons for the committee's choice.
- Copies of all files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines

- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities
- The staff updates the contact information in the publisher contact list and deadlines on website by January 31.
- ACSP staff will send letters of invitation for publishers' book nominations via the ACSP President's Office. Encourages nominations via ACSP faculty communication channels.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary audio visual, photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund. There is no desk top display for an honorable mention.

Award Cycle - This award is presented every other year in even numbered years.

ACSP/FWIG MARGARITA MCCOY AWARD
http://www.acsp.org/page/AwardMargaritaMcCoy

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The committee is appointed by the FWIG President. Committee members are selected from the members of the Faculty Women's Interest Group and should represent a diverse scholarship in planning.

Committee responsibilities
- The committee reviews the nominations, including nominations carried forward from the previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.

- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities
- Updates deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Orders the desk top award, and secures necessary photography needs during the conference.

Finances
There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund.

Award Cycle
This award is presented every other year in even numbered years.

ACSP/FWIG MARCIA M. FELD LEADERSHIP AWARD
http://www.acsp.org/page/AwardFeldLeadership

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The committee is appointed by the FWIG President. Committee members are selected from the membership of the Faculty Women's Interest Group.

Committee responsibilities
- The committee reviews the nominations and chooses the awardee.

- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities
- Updates deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund.

Award Cycle - This award is presented every other year in odd numbered years.

ACSP/JPER CHESTER RAPKIN AWARD
http://www.acsp.org/page/AwardChesterRapkin

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The committee is appointed by the Editors of the *Journal of Planning Education and Research*.

Committee responsibilities

- All papers published in the *Journal* are automatically considered. The committee selects the winner.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities
- Updates deadlines on website by January 31.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article

Finances
The University of Illinois at Urbana-Champaign supports this award in the amount of a $500 annual donation to the ACSP. There is a $500 cash award paid by ACSP to the author(s) of the winning article. The cash will be divided among the number of authors if more than one. The ACSP does not reimburse for award winner travel. The expense of the desk top display is allocated to the annual conference fund. There is no cash award or desk top display for an honorable mention.

Award Cycle
This award is presented annually.

POCIG EDWARD BLAKELY AWARD
http://www.acsp.org/page/AwardBlakely

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The committee is appointed by the President of the POCIG.

Committee responsibilities
- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.

- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top display.

Staff responsibilities
- Updates deadlines on website by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - The Edward Blakely Foundation at Fidelity supports this award in the amount of a $1000 annual donation to the ACSP to be restricted for the use of the POCIG. The expense of the desk top display gets allocated to the POCIG Fund. ACSP pays the expenses for this award celebration as indicated by the POCIG Award Committee.

Award Cycle - This award is presented annually.

MARTIN MEYERSON AWARD
http://www.acsp.org/page/AwardMeyerson

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President. The committee members should represent academic leadership and recognize contribution to higher education. The ACSP President appoints the committee chair, usually from among continuing committee members.

Committee responsibilities
- The committee reviews the nominations and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.

- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by mid-Fall before the Spring scheduled conference.
- The **decision of the winner must be reported to ACSP staff no later than a month preceding the conference** for the purposes of including the winner's names in all conference promotional materials and ordering the desk top display.

Staff responsibilities
- Updates deadlines on website associated with the award.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference and orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the Administrator's Conference Fund.

Award Cycle - This award is presented at the Administrator's Conference.

RISING SCHOLAR
https://www.acsp.org/page/AwardRisingScholar

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The selection committee is appointed by the ACSP President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities
- The committee reviews the nominations and chooses the awardee.

- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that they should update and resubmit their nomination for the next award cycle.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than the first week of August** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

Staff responsibilities
- Updates information and deadlines on website by early February.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual, photography needs during the conference, and orders the desk award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund.

Award Cycle - This is an annual award. Faculty from non-tier one programs are considered for this award in even-numbered years. Faculty from tier one research programs are awarded in odd-numbered years.

STUDENT AWARD COMMITTEES

EDWARD MCCLURE AWARD
http://www.acsp.org/page/AwardMcClure

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The committee is appointed by the ACSP President. The ACSP President appoints a chair, usually selected from among continuing committee members. The committee members should represent a diverse scope of scholarship in planning.

Committee responsibilities
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities
- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances - The ACSP supports this award in the amount of a $100 cash award paid to the winner. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - This award is presented annually.

ACSP/FWIG MARSHA RITZDORF AWARD
http://www.acsp.org/page/AwardRitzdorf

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The Committee of four persons is appointed by the FWIG President. The FWIG President appoints a chair, usually from among the continuing members of the committee. The committee members should represent women in planning.

Committee responsibilities
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities
- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances - The ACSP supports this award in the amount of a $100 cash award paid to the winner. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - The award is given annually.

GPEIG GILL-CHIN LIM AWARD FOR THE BEST DISSERTATION ON INTERNATIONAL PLANNING
http://www.acsp.org/page/AwardLimDissert

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The Committee is appointed by the GPEIG President. The GPEIG President appoints a chair, usually from among the members of the committee. Committee members should demonstrate expertise in international planning and be involved in GPEIG.

Committee responsibilities
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities
- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Invoices the Consortium for the funding.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances –
The Consortium on Development Studies (Korea) supports this award in honor of the late Gill-Chin Lim in the amount of a $1000 donation paid to the ACSP and restricted to the GPEIG Fund for the cash award paid to the winner in that amount. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

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Award Cycle –
The award is given annually.

BARCLAY GIBBS JONES AWARD FOR BEST DISSERTATION IN PLANNING
http://www.acsp.org/page/AwardBarclayGJones

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The Committee is appointed by the ACSP President. The President appoints a chair, usually from among continuing members of the committee. There should always be a committee appointment from faculty at Cornell University.

Committee responsibilities
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities
- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.

- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Invoices Cornell University for the funding.
- Provides the cash award at the conference (if there is one).

Finances - Cornell University supports this award in the amount of a $500 annual donation to the ACSP. There is a $500 cash award paid by ACSP to the winner. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - The award is given annually.

DONALD SCHÖN AWARD FOR EXCELLENCE IN LEARNING FROM PRACTICE
http://www.acsp.org/page/AwardDonSchon

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The Committee is appointed by the ACSP President. The President appoints a chair, usually from among the continuing members of the committee. The committee members should demonstrate knowledge of professional learning from practice and analysis of that learning. There should always be a committee appointment from faculty at the Massachusetts Institute of Technology, and one family relation of Don Schön.

Committee responsibilities
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

Staff responsibilities
- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and

students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Invoices the Massachusetts Institute of Technology for the funding.
- Orders the desk top award, and provides the cash award at the conference (if there is one).

Finances - The Massachusetts Institute of Technology supports this award in the amount of a $1000 annual donation to the ACSP. There is a $1000 cash award paid by ACSP to the winner. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - The award is given annually.

ACSP/IACP KAREN R. POLENSKE AWARD FOR OUTSTANDING PAPER ON A CHINA PLANNING RELATED TOPIC
http://www.acsp.org/page/AwardPolenske

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment
The Committee of four persons committee is established by the International Association for China Planning (IACP) with consideration of the ACSP President (with staggered terms). The committee members should be members of IACP and from an ACSP member school.

Committee responsibilities
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- **There is not to be a "tie" or an honorable mention for this award.**

Deadlines
- **All nominations must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

<u>Staff responsibilities</u>
- Updates web pages by January 31.
- Distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.

<u>Finances</u> - The International Association for China Planning supports the award with a cash award paid directly to the winning author. The attending author is provided with complimentary full registration to the conference, and invited to present the winning paper at a special session during the annual conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

<u>Award Cycle</u> - The award is given annually.

ACSP STUDENT TRAVEL SCHOLARSHIPS FOR THE ANNUAL CONFERENCE
http://www.acsp.org/page/AwardACSPTravel

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as award history can be found at each award's web page. What follows are guidelines for the work of the committee.

<u>Committee/Terms of Appointment</u>
The committee of six people is appointed by the ACSP President and nominations from each interest group. The ACSP President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award, one at-large committee member, and one student governing board representative. Each interest group nominates one individual to represent their community. The committee members should represent the diverse scope of scholarship in planning and work to select a diverse group of doctoral students for the awards.

<u>Committee & Staff responsibilities in time-line order</u>
- With the input of the committee, staff updates deadlines on website by January 31.
- Staff and the committee encourage applicants via ACSP faculty and student communication channels.
- The ACSP staff collects and organizes applications ensuring all necessary paperwork is included, the applicants qualify, and papers have been approved for presentation. Staff notifies the committee of the qualified submissions.
- The committee reviews the applications, selects winners, and informs the staff.
- The committee chair notifies the awardee by letter providing information for how to register for the upcoming conference. Staff can provide current information for the conference and how to register.
- The staff notifies those who did not win to encourage their attendance at the conference anyway.

- Staff reconfirms winner's attendance and manages conference registration.
- Staff prepares the checks for distribution on-site at the conference.

Deadlines
- **All applications must be received in the ACSP office using the on-line submission process no later than June 1.**
- The **decision of the winners must be determined no later than August 1** preceding the conference for the purposes of informing the winners with enough advance notice to make early travel arrangements to attend, and to include the winner's names in all conference promotional materials.

Finances
The ACSP provides a cash award and is paid by ACSP to the winner only if they attend the conference. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for specific travel. No certificate. No desk top display.

Award cycle
Scholarships are awarded annually.

ADDENDUM D

Sample report template for reporting to the Governing Board

ACSP GOVERNING BOARD MEETING

Board meeting date:	(date of upcoming board meeting)
Report submitted by:	(name and email):
Task Force, Group or Committee:	(committee or group title)
Type of submission:	(select one and delete the rest) • Information only • Action request • Budget request/Action Required

Recommended Motion *(the recommendation can be as simple as "Accept this report" or you can detail exactly how you'd like the board to act):*
Budget Request *(for budget requests, provide an itemized list and a sum total):*
Proposed Activities/Budget Justification *(for budget requests, summarize the work that will be supported by ACSP funding and provide justification for each item in the itemized list above):*
Anticipated Measurable Outcomes of Proposed Activities *(for budget requests, list all outcomes (events, reports, publications, etc.) with a target completion date for each in observable and measurable terms. Example: Final report submitted to ACSP by January X, 20XX):*
Recent Accomplishments:
Group History & Mission:
Committee Members: